

## Communications Conditions & Standards

Communications officers work in a law enforcement agency and, therefore, potential candidates for these jobs must be willing and able to abide by certain conditions of employment and performance standards established by the Washington State Patrol. Please carefully review the following conditions and standards of employment and decide whether you can meet these standards. After review, please sign and date on the lines provided.

### Conditions of Employment and Performance Standards

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- Be free from intemperance in the use of narcotics, controlled substances, alcohol, etc.
- Work weekends, days off, holidays, and rotating shifts; e.g., continuous five-work-days-per-week shifts that rotate each 28 days to a different schedule of regular days and hours per week.
- Type at least 35 words per minute net.
- Have dexterity of hands and fingers to operate standard office equipment, including a computer keyboard.
- Ability to respond to visual and sound stimuli with a high degree of accuracy in a timely manner.
- Ability to distinguish colors.
- Have adequate hearing and visual acuity to successfully perform the essential job functions.
- Ability to effectively communicate orally (using radio equipment) and in writing.
- Ability to effectively communicate with and assist upset, confused, or otherwise distressed customers due to heightened emotions.
- Comply with departmental grooming standards; e.g., short hair (off uniform collar), short and clean fingernails, etc.
- Willing to work long, extended or adjusted hours and respond on short notice to work.
- Accept counseling and guidance from supervisors.
- Accept responsibility for issued equipment.
- Refrain from lying, stealing, and cheating.
- Comply with departmental guidelines.

By my signature below, I hereby certify I have read and understand the above conditions of employment and performance standards and agree that I am willing and able to abide by these conditions and standards.

Sign name: \_\_\_\_\_

Date: \_\_\_\_\_

Type name: \_\_\_\_\_

SSN: \_\_\_\_\_

At the time you appear to take the examination, you must provide a typing certificate verifying your ability to type 35 net words per minute in order to be admitted to the written/performance test. The certificate must be dated within one year of the date you appear for the written/performance test. Typing tests must have a **signed** cover letter or typing certificate from the place where you took the test, indicating business name, date, and a call back number. On-line tests are not acceptable.